

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

Change
No. 1

2 February 1990

Personnel Procurement
PROCESSING LIST - AUTHORIZATION, CONTROL, AND ACCOUNTING FOR MEALS AND
LODGING SERVICES

Summary. The USMEPCOM Form 727-Copy 1 (Processing List (PL)) has been completely redesigned. Appendix A gives instructions for completing the revised USMEPCOM Form 727-Copy 1 (PL).

Suggested improvements. The proponent agency of this regulation is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEPCRM-FM-B. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCRM-FM-B, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

1. USMEPCOM Reg 601-1, 7 December 1988, is changed as follows:

Remove pages

A-1 through

A-7.....

Insert pages

A-1 through A-9

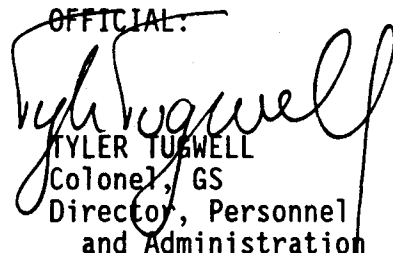
2. Material which has been changed is indicated by an asterisk.

3. File this change in front of the publication.

(MEPCOPT-O-M)

FOR THE COMMANDER:

WILLIAM E. KAIL
Colonel, GS
Chief of Staff

OFFICIAL:

TYLER TUGWELL
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DISTRIBUTION:

A & D

***Appendix A**

USMEPCOM Form 727-Copy 1 (Processing List)

A-1. Initiation of USMEPCOM Form 727-Copy 1

a. Service counselors, liaisons, or forwarding agencies will complete USMEPCOM Form 721-Copy 1 (figure A-1) when scheduling individuals for MEPS processing. Separate sets will be used for males and females when separate contracts are used for lodging. The MEPS will assist in completing USMEPCOM Form 727-Copy 1 for non-DOD processes not sponsored by a Service component.

b. Service counselors or liaisons will complete USMEPCOM Form 727-Copy 1 for holdovers and add-ons. Walk-ins will be added to the appropriate original USMEPCOM Form 727-Copy 1 upon arrival at the MEPS by the Service representative or an additional 127-Copy 1 can be provided.

c. The USMEPCOM Form 727-Copy 1 will be used for reporting projected daily work load to MEPS. Sponsoring Service counselors and/or liaisons will submit completed lists to the servicing MEPS on a daily basis. The MEPS work load and resource requirements, including meals and lodgings, local transportation, fee-basis physicians, etc., will be determined by review and evaluation of the listed work load projections, as well as arrival times and modes of transportation. The USMEPCOM Form 727-Copy 1 will.

(1) Be submitted to arrive at the MEPS at a time(s) designated by the MEPS commander. The initial form must contain the majority of applicants projected to process the next duty day.

(2) List each individual alphabetically by name on each page 1 and indicate aptitude, medical, and enlistment processing requirements.

(3) Be submitted to the MEPS directly by the sponsoring agency/recruiting service (or an authorized representative located at the (MEPS)).

(4) Be submitted in full five part sets.

(5) Be annotated by the MEPS to indicate discrepancies between projected and actual work load (e.g., no-show, add-on, walk-in).

(6) Reflect the scheduled date and hour of arrival at the lodging facility and mode of transportation to be used (i.e., air, bus, privately owned vehicle, etc.) by each individual scheduled to stay in the lodging facility. These entries are required for scheduling and authorizing meals, lodgings, and local transportation requirements, as well as for preplanning and scheduling intra-MEPS processing flows.

d. The list may be augmented with add-ons up to the limit determined by the MEPS commander, based upon the MEPS capacity to process and enlist the individuals projected for that purpose. Service counselors or liaisons will make every effort to minimize add-ons.

e. Service counselors/liaisons are required to initiate additional USMEPCOM Forms 727-Copy 1 to accommodate add-ons up to the last daily cut-off time established by the MEPS commander and for holdovers.

f. Upon receipt of the completed USMEPCOM Form 727-Copy 1 for MEPS internal use in monitoring applicant flow/processing, the originals of USMEPCOM Forms 727, copies 2 through 5, will be forwarded to the contract facility (vendor) as the authorization and receipt documentation for supplying appropriate services to individuals listed on each form.

A-2. Initial completion of USMEPCOM Form 727-Copy 1

a. Service counselors, liaisons, or forwarding agencies will complete USMEPCOM Form 727-Copy 1 as indicated below (typing (preferred) or legible printing is authorized).

(1) Item 1 - Processing Date. Enter the date the individual is scheduled to report to the MEPS for processing in year (YY), month (MM), day (DD) (YYMMDD) format (e.g., 890705).

(2) Item 2 - Military Service Component. Enter the military component name and/or three position alpha code of the military service requesting the processing actions (i.e., Air Force Reserve/DFV, Army National Guard/DAG, Navy Regular/DNR, etc.). Only one Service component per page. The MEPS that service (same Service) dual recruiting units can require each recruiting unit to be identified separately on a 721-Copy 1 in this block; Army/DAR Chicago, Army/DAR Peoria, etc.

(3) Item 3 - Identification Data.

(a) Name (Last, First, MI). Type or print, in alphabetical order, the last name, first name, and middle initial or each individual processing. The last name will be in all capital letters. Marine Reserve personnel will be identified by placing "(K)" before the last name (e.g., (K) SWIFT, Well B.). If the name field is too small, use two lines.

(b) SSN. Enter the individual's nine-digit social security number (SSN) (e.g., 123-45-8888).

(c) Sex. Enter the alpha letter "M" for male or "F" for female.

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(d) Rctg Sta NO/ID. Enter the recruiting station ID (up to five characters) to which the recruiter is assigned (e.g., AB02, 125AD, etc.). The recruiter's last four numbers in his or her SSN may be entered in addition to the recruiting station ID. If provided, list the recruiter's last four on top of the station ID (e.g., 3456/AB02).

(4) Item 4 - Lodging (Arr Date).

(a) Date. Enter the date the individual is scheduled to arrive at the initial point (bus terminal, etc.) of the city in which the MEPS is located (i.e., if the individual is scheduled to arrive at the bus terminal on 30 April, the entry would be "30").

(b) Hour in Mil Time. Enter, in military time, the time an individual is scheduled to arrive at the lodging facility.

(c) Mode. This entry relates to the type of transportation to be used by the individual. Enter "B" for bus, "R" for rail, "P" for privately owned vehicle, "G" for Government vehicle, "A" for airplane, and "0" for other.

(5) Item 5 - Service Processing Requirements/Information.

(a) Testing. "CR" stands for current. Enter the processee's current AFQT score, if previously ASVAB tested. Entry is mandatory if the processee is required to be ASVAB qualified for the sponsoring Service and is being scheduled for medical processing. If the processee has tested and the AFQT score is not known, place an "X" in this column and provide additional information in the "REMARKS" column (e.g., MET site and date of test, processing on student test scores, etc.). These types of entry will assist the MEPS to ensure the official test scores are available for the recruiting service counselors and liaisons. If MEPS in-house production ASVAB testing is required, place an "X" in the column under ASVAB. If only Adaptability Screening Profile (ASP) testing is required, place an "X" in the ASP Only column. If a Service special test is required, place an "X" under the "SPECIAL" column and identify the special test required in the "REMARKS" column. NOTE: Each individual scheduled for testing (i.e., ASVAB, ASP Only, Special, etc.) must provide a fully completed and accurate USMEPCOM Form 714-A prior to testing.

(b) Medical. An "X" will be placed in the appropriate column to denote medical processing requirements. The requirement for special examination will be explained in the "REMARKS" column. When individuals are to receive a Chapter 3 retention standard medical examination (AR 40-501), place a "3" under the "Full Ex" column.

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(c) Enlistment. An "X" will be placed in the appropriate column to denote processing requirements. If no entry is made, the MEPS will return the individual to the appropriate recruiting service representative after completion of aptitude and/or medical processing requirements.

(d) Ship. Place an "X" in this column for all individuals to be shipped by the MEPS.

(6) Item 6 - MEPS Processing.

(a) Applicant Time Flow. Self explanatory; recording check-in, departure and arrival time for individuals completing various phases of MEPS processing (medical, operations, etc.) and time return to and from Service counselors or liaisons are entered here.

(b) Enlisted. If the individual was enlisted (DEP-in or an accession) place a "D" for DEP-in or an "A" for an accession/DEP-out enlistment in this column.

(c) MEPS/Service - Shipping To/Remarks (As Required). This data block is used for any explanatory remarks required to ensure MEPS personnel are aware of pertinent processing information. The MEPS and recruiting service personnel can establish local "REMARKS" requirements that best suit their processing needs.

(d) Subtotal. Entry for this item is required only when the Processing List (PL) is composed of two or more pages. Entries will reflect the totals of each processing requirement listed on the page.

(e) Total. Entry for this item is required when the PL is comprised of only one page (subtotal entry not required) and on the last page when the PL is comprised of two or more pages. Subtotals will be reflected on each page when two or more pages are used, and the total will be entered on the last page.

(7) Item 7 - Signature & Title of Service Representative. The recruiting service official responsible for completion of the PL and authorization of lodgings and meals reflected on USMEPCOM Form 727, copies 2 through 5, will sign each page of the PL.

(8) Item 8 - Signature & Title of MEPS Official. Only designated personnel authorized by the MEPS commander will sign this item; usually this is control desk personnel.

(9) Item 9 - Roster Reconciled By: (Initial). The MEPS person that reconciled the Medical Roster (ZHM081), DEP-in Roster (ZHM082), or the Accession Roster (ZHM084) will initial in the appropriate block to indicate the roster was reconciled. Daily roster reconciliation is required.

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(10) Page numbering. Pages will be numbered as follows:

(a) One-page PL. Enter "1" of "1."

(b) Two-page PL. Enter "1" of "2" on the first page and "2" of "2" on the second page, etc.

b. Prior to submitting the USMEPCOM Form 727-Copy 1, the Service counselor will enter "LAST APPLICANT SCHEDULED." Subsequent processing will be handled IAW procedures established above.

c. As indicated above, the completion of USMEPCOM Form 727-Copy 1 causes simultaneous entries on USMEPCOM Forms 727, copies 2 through 5. Attention to detail and accuracy in completing this form is essential. Data correction must be made to all pages and copies.

A-3. Completion of USMEPCOM Form 727 (holdovers or add-ons)

a. Under the Meal and Lodging Voucher System, Service counselors, liaisons, or forwarding agencies will make entries on USMEPCOM Form 727-Copy 1 as follows: ---

(1) Holdovers. Procedures for completion of the USMEPCOM Form 727-series are prescribed b and c below. The MEPS may consolidate all holdovers on one set/sheet of the forms for all Services or for each individual Service.

(2) Add-ons. Names of the applicants will be added to USMEPCOM Form 727-Copy 1 and appropriate meal authorization vouchers (usually for the dinner/lunch meal) for the applicable Service or forwarding agency.

b. Service counselors, liaisons, or forwarding agencies will make the following entries (typed or printed legibly) on USMEPCOM Form 727-Copy 1:

(1) Item 1 - Processing Date. Enter the date the individual is scheduled to report to the MEPS for processing in year (YY), month (MM), day (DD) (YYMMDD) format (e.g., if the individual commenced processing on 5 July 1989 and is held over to complete processing, the data entry would be 890705).

(2) Item 2 - Military Service Component. Enter the Service, a dash, and the word "HOLDOVERS" (e.g., Army/DAR--HOLDOVER or ALL SERVICE-HOLDOVERS).

(3) Item 3 - Identification.

(a) Name. Enter the name as shown on the initial PL. When lists/vouchers contain names of holdovers for all Services, the

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Service will be listed in capital letters in parentheses after each name (e.g., WELLS, Marshal, R. (MARINE)).

(b) SSN. Enter the individual's nine-digit SSN (e.g., 123-45-8888).

(c) Sex. Enter the alpha letter "M" for male or "F" for female.

(d) Recruiter Station Number or Identification Code. Enter recruiting station ID (up to five characters) to which the recruiter is assigned (e.g., AB02, 125AD, etc.). The recruiter's last four numbers in his or her SSN may be entered in addition to the recruiting station ID. If provided, list the recruiter's last four on the top of the station ID (e.g., 3456/AB02).

PL.

(4) Item 4 - Arrival Data.

(a) Date. Enter the date shown on the initial PL.

(b) Hour. Enter the hour shown on the initial PL.

(c) Mode. Enter the mode of transportation shown on the initial PL.

NOTE: The above entries are simultaneously reproduced on USMEPCOM Forms 727, copies 2 through 5, by completion of USMEPCOM Form 727-Copy 1.

(5) Item 5 - Service Processing Requirements/Information. This item will be used to identify processing requirements that were not completed.

(a) Testing. "CR" stands for Current. Enter the processee's current AFQT Score, if previously ASVAB tested. Entry is mandatory if the processee is required to be ASVAB qualified for the Sponsoring service and is being scheduled for medical processing. If the processee has tested and the AFQT score is not known, place an "X" in this column and provide additional information in the "REMARKS" column (e.g., MET site and date of test, processing on student test scores, etc.). These types of entry will assist the MEPS to ensure the official test scores are available for the recruiting service counselors and liaisons. If MEPS in-house production ASVAB testing is required, place an "X" in the column under ASVAB. If only Adaptability Screening Profile (ASP) testing is required, place an "X" in the "ASP Only" column. If a Service special test is required, place an "X" under the "SPECIAL" column and identify the special test required in the "REMARKS" column. NOTE: Each individual scheduled for testing (i.e., ASVAB, ASP Only, Special, etc.) must provide a fully completed and accurate USMEPCOM Form 714-A prior to testing.

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(b) Medical. An "X" will be placed in the appropriate column to denote medical processing requirements. The requirement for special examination will be explained in the "REMARKS" column. When individuals are to receive a Chapter 3 retention standard medical examination (AR 40-501), place a "3" under the "Full Examination" column.

(c) Enlistment. An "X" will be placed in the appropriate column to denote processing requirements. If no entry is made, the MEPS will return the individual to the appropriate recruiting service representative after completion of aptitude and/or medical processing requirements.

(6) Item 6 - MEPS Processing.

(a) Applicant Time Flow. Self explanatory; recording check-in, departure and arrival time for individuals completing various phases of MEPS processing (medical, operations, etc.) and time return to and from Service counselors or liaisons are entered here.

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or the Accession Roster (ZHM084) will initial the appropriate block to indicate the roster was reconciled. Daily roster reconciliation is required.

(10) Page numbering. Pages will be numbered as follows:

(a) One-page PL. Enter "1" of "1."

(b) Two-page PL. Enter "1" of "2" on the first page and "2" of "2" on the second page, etc.

c. Service counselors, liaisons, or forwarding agencies will complete the USMEPCOM Forms 727, copies 2 through 5, in accordance with appendix B.

A-4. Medical Reconciliation of USMEPCOM Form 727-Copy 1. Medical personnel will reconcile each day's actions by using the "Med WRK" and "Med Status" blocks at the far left side of the USMEPCOM Form 727-Copy 1.

USAF										8 MEPS Processing										FOR OFFICIAL USE ONLY									
3 Identification Data										5										6									
2 Military Service Component (Specify)										4 Lodging (per Diem)										7									
1 Processing Data (THRU)										3										8									
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Figure A-1. Sample of a completed USMEPCOM Form 727 (Copy 1)